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OFFICE OF STATE CONTROLLER  
PERSONNEL/PAYROLL SERVICES DIVISION  
300-Capitol Mall  
P.O. Box 942850  
Sacramento, CA 94250-5878

Date: December 12, 2000

LEAVE ACCOUNTING LETTER # 00-017

To: All Agencies/Campuses in the California Leave Accounting System

From: Vicki Korach, Manager  
Customer Support Section

Re: HOLIDAY INFORMAL TIME OFF

The CLAS automated process to update Holiday Informal Time Off (HOL ITO) will be run on December 27, 2000.

HOL ITO 'EARN' transactions will be posted for full time and part time employees covered by the Fair Labor Standards Act in accordance with instructions from Department of Personnel Administration and the Chancellor's Office.

NOTE: Departments/Campuses scheduled for participation:

Aging  
Agnews Development Center  
Board of Equalization  
Boating and Waterways  
CA Conservation Corps  
CA Maritime Academy  
Cal Expo  
Coastal Conservancy  
Conservation  
Consumer Affairs  
Controller's Office  
Corporations  
Corrections  
CSU-Bakersfield  
CSU-Los Angeles  
CSU-San Marcos  
Developmental Services  
DPA  
Economic Opportunity  
Education  
Emergency Services  
Energy Commission  
Fair Employment & Housing  
Fairview Developmental Center  
Finance  
Fish and Game  
Food & Agriculture  
General Services  
Housing and Community Development  
Housing and Finance Agency

Integrated Waste  
Justice  
Lands Commission  
Lanterman Development Center  
Legislative Counsel Bureau  
Library  
Lottery  
Metropolitan State Hospital  
Napa State Hospital  
Patton State Hospital  
Parks and Recreation  
PERS  
Personnel Board  
Pesticide Regulations  
P.O.S.T  
Post Secondary Education Commission  
Real Estate  
Real Estate Appraisers  
School for the Deaf - Riverside  
Sonoma Development Center  
State Audits  
Toxic Substance Control  
Trade and Commerce  
Treasurer's Office  
YA-DeWitt Nelson  
YA-El Paso de Robles  
YA-Fred C. Nelles  
YA-Headquarters  
YA-Karl Holton  
YA-N.A Chaderjian  
YA-NCYC  
YA-NRCC  
YA-O.H. Close  
YA-Preston  
YA-SRCC  
YA-YTS

Intermittent employees cannot be included in the automated process to post HOL ITO 'EARN' transactions since their HOL ITO time is based on time worked in December. Once you determine the correct amount of HOL ITO due your intermittent employees, you may enter 'EARN' transactions (HI05) on CLAS via PIP or on-line. Detailed information regarding maintenance of HOL ITO on CLAS can be found in Leave Accounting Letter #95-004.

Agencies and campuses that are interested in participating in this update and have not previously requested participation MUST contact the Leave Accounting Liaison Unit at (916)327-0756 The CLAS automated process to update Holiday Informal Time Off (HOL ITO) will be run on December 27, 2000.

VK:rs